

July 22, 2014

To All Care and Share Partner Agencies

Monthly Reporting of Clients Served starting July 2014.

You've spoken and we've listened! We've heard from a number of you that annual number reporting is a tedious, mind numbing process that takes many hours to complete. To help ease the burden of this process beginning July 2014, numbers (individuals, households, numbers of meals served, etc...) will be reported to Care and Share every month.

Monthly reports will also allow Care and Share to be more responsive to changing needs in communities as we identify seasonal trends and economic changes impacting agencies.

Reports are to be received by Care and Share no later than the 10th of each month.

July report is due by August 10th. August report is due September 10th etc.

If your agency was closed and no clients served, a zero report is still required.

You can scan and email reports to DonnaK@careandshare.org, fax to 719 528-5833, mail or hand deliver them to Care and Share 2605 Preamble Point, Colorado Springs, CO 80915.

Attached are three monthly report formats. Please complete the report for your agency type. If your agency uses Care and Share food for multiple programs e.g. food pantry and a youth program, you will report on each program separately.

- Emergency Food Pantries. Your agency number includes FP, SP, VP
- Meal / Snack sites. Soup Kitchens, Youth programs etc. Your agency number includes DC, FS, SK, SN, YC, YP
- Residential Programs. Your agency number includes AL, GH, RH, SH

Emergency Food Pantries

Can use the attached updated client sign in sheet to make it easier to count the number of people assisted each month. Examples of completed forms are attached.

Monthly Report

- Add the totals of each sheet used at distribution during the month: $(17+14) = 31$ adults;
- First time served is total "Yes" column on all pages: $(5+3) = 8$ first time served
- Households served is how many client signatures: $(15+15) = 30$ households

Client Sign In Sheet **—Do not send sign in sheets in. Monthly report only**

- New columns added to show if this is the first time the client has used the food pantry this calendar year

Meal/Snack Sites

- Number of meals served during the month
- Number of snacks served during the month (if separate from breakfast, lunch or dinner)

Residential Programs

- Number of individual residents who stayed in the facility during the month
- Number of meals served during the month
- Number of snacks served (if separate from breakfast, lunch or dinner)

Over the next 6 months we will be transitioning to online reporting and will provide training as we move each agency online. In the interim we will be using the attached forms. Copies of the forms are also on the Care and Share Web site under Agency Relations/ For Members Only/ Forms and Documents.

<http://careandshare.org/PartnerAgencies/ForMembersOnly/FormsAndDocuments.aspx>

If you have any questions please contact me at DonnaK@CareandShare.org or call 719 434-4678

Thankyou for being a partner with Care and Share helping to bridge the gap between hunger and abundance. We cannot get food to those in need without your help.

Donna Kolkman

Agency Relations Manager

Office : 719-434-4678 | Fax: 719-528-5833 | DonnaK@careandshare.org